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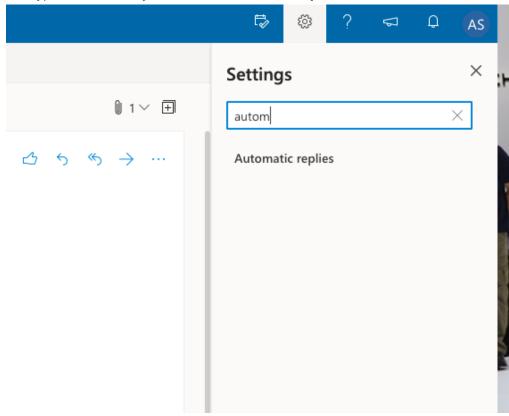
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How to Set an Out of Office Message on a Shared Mailbox Andrew Storrs - 2020-04-03 - 0 Comments - in Mail

Email: How to Set an Out of Office Message on a Shared Mailbox

Here are instructions for setting an out of office message on a departmental shared mailbox.

- 1. Log in to your personal Office 365 account at www.office.com.
- 2. Enter your Network ID and password to sign in to your account.
- 3. Click on **Inbox**.
- 4. In the upper right hand corner, click on the icon next to your name.
- This should open a drop down window where you can select the option to Open another Mailbox
- Type in the exact mailbox name or choose to search the directory to find your shared mailbox.
- 7. Once you click **Open**, you should see a new browser window open and you will now be looking at the Inbox for the shared mailbox.
- 8. Now you are able to click on the icon in the upper right hand corner of the window and type Auto to allow you to select **Automatic Replies**.



You are now able to draft the out of office message for this mailbox. Be sure to click
Ok to save your changes once you are finished.

